



Turning Point Resident Expectations:

The purpose of this place is to provide people with the opportunity to succeed. To ensure the health, safety, and well-being of all residents it is necessary to communicate expectations clearly.

Safety:

Safety is the MOST IMPORTANT THING and because of that the following things are not allowed and might be the reason you cannot stay here any longer.

- Possessing weapons of any kind
- Physical, sexual or verbal assault or threat of any kind of assault
- Possession or use of alcohol, illegal drugs or other substances on or off of the property
- Possession of energy drinks of any kind
- Possession of pornography
- Stealing or damaging other people's stuff or food
- Bringing anyone in without talking to the staff about it
- Ignoring curfew
- Foul language
- Gambling on or off of Turning Point property
- Your presence in any part of the building where you do not belong
- There are cameras recording everything that happens inside and outside of the building. If you are accused of doing something against the rules we will be looking at those recordings.

Turning Point Staff:

The staff at Turning Point are here to help you. They have been given authority over everything that happens at Turning Point from day to day, and because of that the following things are not allowed and might be the reason you cannot stay here any longer.

- Choosing to ignore what staff have asked you to do
- Not respecting the staff
- Lying to staff

All requests for help, guidance, and or permission will be made to the case manager, the night manager or the office manager. The executive director is available to you but only after you have spoken to one of the other staff about your problem first.

The Turning Point staff works as a team and may need to share with one another what is going on with you in order to help you.

If you have a problem with a staff member you may take it to the executive director but only after you have had a conversation with the staff member themselves.

The Executive Director has the final decision.

Personal Expectations:

Each person staying at Turning Point needs to be working as hard as they can to meet the goals, they have decided upon with the Turning Point staff. Anyone who is not working toward their goals will not be allowed to stay. In order to help you reach your goals there are things you will be required to do. Anyone who does not do these things will not be able to stay at Turning Point.

- Working toward goals:
 - You will meet with the case manager once every week to go over goals.
 - You will find a job as soon as possible and have a good work record.
 - You must put in at least 7 applications per week until you get a job.
 - Job applications must be documented on the “job application log” in your folder.
 - You must have a job by 30 days after the initial intake date.
 - You will do chores that the Turning Point Staff tell you to do each day.
 - You will save money by creating a budget with the case manager and sticking to it.
 - Receipts for all purchases made must be presented to case mgr.
 - You must have \$1000 in savings by 90 days after intake date.
 - You will not borrow from or give loans of money to any resident.
 - You will pay a 10% service fee to Turning Point and turn in the receipt to the case manager by noon on the Saturday after you get paid by your employer.
 - You will take a drug/alcohol test whenever Turning Point staff ask you to.
 - If you have a positive drug test at your intake you will be put on restriction for 30 days
 - Any positive drug test after your first one may be a reason you cannot stay here any longer.
 - You will have to do 10hrs of community service during your time here

- Disciplinary Procedure:
 - Head's Up Notices - these will be given in writing from Turning Point Staff if there is a small or first offense in breaking one of our rules. They do not go toward your permanent record.
 - Sanctions - a sanction will be given in writing from Turning Point staff if we have already spoken to you and you continue to break the rules, or if you break a more serious rule. Sanctions will be put on your permanent record.
Three Sanctions within 45 days will result in a written warning.
 - Written warnings - a written warning will be given if there is a major rule broken. Three Written warnings will result in us asking you to leave.
 - **The Executive Director has the discretion to ask you to leave at any time.**

- Spirituality:
 - Turning Point is a Christ centered place that will always encourage you to seek help from God with your problems.
 - The staff at Turning Point is available to talk through your personal issues and problems and would be happy to pray with you about anything you need.
 - You do not have to become a follower of Jesus while at Turning Point but you do have to respect the religious beliefs of those who live and work here, and the staff at Turning Point will be encouraging you to turn to Jesus for the help you need.
 - You will attend morning devotions at 9AM on weekdays, and the Wednesday night Bible Study at 6PM (unless your work makes these times impossible).
 - You will attend a weekly worship service at a local church.

- Keep things clean:
 - You will shower regularly and keep yourself as clean and presentable as possible
 - You may not be barefoot outside your room
 - Your clothing should be clean - You will clean your clothes yourself. A clothes washer and dryer are here for you. Toiletries and washer detergent must be bought by residents that can afford it.
 - Your bedding needs to be washed every week
 - Your room must be clean at all times and will be checked daily between 10 AM and 12 noon.
 - Nothing can be on the floor or under your bed.
 - Your room has to be swept and mopped every day
 - Your bed has to be made every day.
 - Your clothing and your stuff have to be put away neatly
 - The Kitchen and common areas are to be kept clean:
 - If you use dishes you have to wash them, dry them and put them away.
 - If you see a mess in the Kitchen or common areas of Turning Point, please take initiative and clean it up even if it is not your mess.

- Meals
 - You will prepare your own meals while at Turning Point (from time-to-time dinners are brought in etc. for all to share)
 - You must always clean up after yourself in the kitchen
 - You are not allowed to eat out at restaurants, fast food, etc. while at Turning Point - you are here to save money!
 - Regularly buying junk food at gas stations is not allowed.
 - Energy drinks are Not allowed at Turning Point.
 - You may buy groceries for yourself. Any food that belongs to you should be in the kitchen and have your name on it.
 - There is a pantry available to everyone and any food in the kitchen that does not have a name on it is available to everyone.
 - All food and drinks must be kept and eaten in the kitchen no food or drink other than water is allowed in your room.

- Transportation
 - Turning Point is not responsible to take you where you need to go. If you ask nicely, staff members may choose to give you a ride.
 - You may only drive if you have a driver's license
 - You may have a car while you live here however:
 - It must be plated
 - It must be insured
 - It needs to be parked in the back of the side lot.
 - The description and license plate number of the vehicle needs to be given to Turning Point Staff.

Household Expectations:

There are multiple people living here. Everyone needs to work together to make this place a great place to live.

- Everyone who is not at work must be back inside Turning Point by no later than 9:30PM. The back door will be locked at that time. If someone is working and returns to Turning Point after that time and before the door is opened in the morning they must arrange for another resident to let them in when they get home.
- Everyone who lives here needs to sign in and out legibly and use the back entrances.
- The Hallways outside people's bedrooms need to be kept as quiet as possible so that those who work during the night can get the sleep they need.
- Laundry Hours are 9AM to 9PM.
- Everyone who lives here will share chores -
 - Chores will be assigned by the staff (see your chore sheet for details)
 - If the staff ask you to do something please do it without complaining.
 - Please always clean up after yourself!
- Please always be mindful of others' privacy, need for sleep, and a peaceful home.

Some other things you need to know:

- Neighbors:
 - Those who live near Turning Point are to be treated with respect.
 - When outside of Turning Point do all you can to protect the integrity of Turning Point and its staff.
- Hallways:
 - We have a men's hallway, a women's hallway, and a family hallway. Please stay in the hallway / common areas you belong in unless you have been given permission by staff to go into another area.
- Lockers:
 - We will give you a locker and a lock. You will have a key and the case manager will have a key.
 - If you have valuables or medications, please keep them in your locker and please keep your locker locked.
- Mail:
 - You need to change your mailing address to Turning Point
 - A mailbox will be provided for each family
 - Your mail will be sorted and put in your mailbox each day (Mon - Fri)

- Internet:
 - Wi-Fi is available to our residents. The wi-fi password is posted in each hallway
 - You may use the computer in the front lobby that is near the women's hallway door.
 - No more than 30 minutes at any one time without permission
 - No more than 1 hour per day without permission
 - Social Media
 - Your social media accounts are public. If a staff member and or other person living at Turning Point sees something against Turning Point rules or if you make statements against Turning Point or its residents or staff it may mean you cannot stay here anymore.
- Phone:
 - You may have a cell phone
 - please give your number to the case manager
 - You may use your phone as an alarm clock
 - You may use the phone at the lobby desk with permission from staff
 - You may not take photos or videos of Turning Point or its staff or residents without permission.
- Recycling:
 - There are recycling bins in each of the kitchens. Please follow all instructions that are on those bins.

I promise to follow all of the rules in this list to the best of my ability and I understand that if I fail to do so I may be asked to leave Turning Point of Steuben County:

Applicant Name (printed): _____

Applicant Signature: _____